

sample

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reduced Overtime Use/Costs

FROM:

Director of Logistics

EXTENSION

NO.

OL 0066-89

DATE

21 August 1989

DDA/REG
LOGGED

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA/EXA 22 AUG 1989

See
Copy

2. DDA 23 AUG 1989

M. M. M.

3. Director of Logistics

D/O L
Outstanding effort.
Please express my
appreciation to your
manager.

4.

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15.

DD/A REGISTRY

FILE: See 3

21 August 1989
OL 0066-89



MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Logistics

SUBJECT: Reduced Overtime Use/Costs

1. In response to increased concerns regarding the rate of growth in the Agency's personal services costs, the Office of Logistics (OL) established an office-wide FY 1989 management objective to reduce overtime (OT) consumption by 15% using FY 1988 usage as the point of departure. We are pleased to report that, based on the latest projection, a 17% reduction will be realized.

2. This reduction translates to over 35,000 fewer hours of OT being worked resulting in a direct personal services cost saving of \$573,000. These savings are largely the result of a heightened sensitivity to the personal services cost problem at all levels of OL management and more careful prioritization of our production workload, and to a smaller extent result from OL's recent reorganization.

3. These OT reductions will occur with no adverse impact on the timeliness or quality of the services provided by OL. We are encouraged by the success of our FY 1989 objective and we will, of course, continue our efforts in the coming year.